



**BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION**

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APPLICATION FOR SATELLITE NON-DEGREE INSTITUTIONS

California Education Code, Section 94915, requires that "No private postsecondary educational institution may offer educational services or programs unless the institution or locations at which these services or programs are offered have been approved by the council as meeting the requirements of this section."

NON-DEGREE INSTITUTIONS, CEC §94742

"Satellite" means an auxiliary classroom or a teaching site. All the following apply:

- (a) Only educational services that are approved at the main location shall be offered at the satellite.
- (b) The institution shall maintain no permanent records of attendance or academic progress at the satellite.
- (c) Advertisement of a satellite shall indicate that the satellite is an auxiliary classroom or a teaching site.

Official Use Only
Satellite School Code

PLEASE INCLUDE: Lease Agreement, Fire Inspection Report, Occupancy Report, Business License, and Floor Plan drawn to scale (identify classrooms, laboratories, workshops, and libraries).

There is no application fee associated with establishing a satellite.

You may either complete this application or include the following information on your school letterhead:

***A SATELLITE LOCATION MUST BE ASSOCIATED WITH A MAIN OR BRANCH LOCATION.
IF ASSOCIATED WITH A BRANCH, PLEASE NOTE THE MAIN INSTITUTION'S ADDRESS.***

☐ Main School Code: _____ ☐ Branch School Code: _____

School Name: _____

Main Institution's Address: _____

City: _____ State: CA Zip code: _____

Branch Institution's Address: _____

City: _____ State: CA Zip code: _____

Satellite Physical Location: _____

City: _____ State: CA Zip Code: _____

Telephone: _____ FAX: _____ e-mail: _____

Please list the courses that are offered at your satellite location. (Please list courses on a separate sheet if more room is necessary.)

Program Title: _____ Hours/Length _____

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"I declare under penalty of perjury that I have read the contents of this application and the Postsecondary Education Reform and regulations pertinent thereto, and that the information presented in this application is true and correct."

Signature Title Date